

BOARD OF SELECTMEN

December 13, 2011

Minutes

The Board of Selectmen met on Tuesday, December 13, 2011 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, Peter Scavongelli, John Gorecki, John D. Williams and Timothy F. Hult. Town Administrator Timothy D. Goddard was also present.

Mr. Stevenson said he would like to give a special presentation tonight to the Concord-Carlisle Football Team. He said the Concord-Carlisle High School Football team completed a perfect season, winning 13-0 and ending with a 42-9 victory over Oliver Ames High School on December 3rd at Gillette Stadium. Mr. Stevenson said he was pleased to have the football players present this evening. Mr. Hult read the Proclamation (attached hereto) that was prepared congratulating the team and coach.

Town Administrator Report

Mr. Goddard said Board of Health member Cathy Galligan would like to speak briefly about a Healthy Communities Planning Grant for which they are requesting the Boards support and endorsement. Cathy said the Town has an opportunity to apply for a Health Grant by the Northwest Suburban Health Alliance which Carlisle is a member. She said there are eight communities that are eligible. Cathy said the Town would be applying for one of two \$15,000 grants to do an assessment of the communities' perception on what a healthy Carlisle would look like. At the end of the 18 month period (if we had received and used the \$15,000 grant and did the assessment) we would have the opportunity to move on to the \$25,000 grant for implementing some of our findings that would support Carlisle. Cathy said it is their belief that these issues are Public Health issues which were once dealt with at the Federal level and are now pushed down to the community level. Cathy said there is also a trend towards prevention. It is better to avoid certain health conditions. This is an opportunity to make Carlisle a healthier and more closely-knit community. Cathy said she and Linda Fantasia and Anne Marie Brako have put together a grant proposal which has to be submitted by Jan. 27th. She said the \$15,000 can be spent over 18 months. In reply to Mr. Hult, Cathy said the ultimate goal is to improve health in Carlisle. Also in response to Mr. Hult, Cathy said the funds come from the hospitals that service our town, which have certain requirements for providing health services and backing-up the public health of the communities that they serve. They provide funding that goes through the DPH and then it gets distributed to the health region. The Board thanked Cathy for her presentation and wished her luck on receiving the grant award.

Mr. Goddard said attached to this report for the Board's review and approval was a proposed 2012 Annual Town Meeting timeline. Mr. Goddard said in the timeline there was a proposed 2012 Annual Town Meeting date of Monday, May 14, 2012 and a Town Election date the following Tuesday, May 22nd. He continued to say that if the Board did not meet on December 27th, he would like to suggest that the Board vote to open the Warrant this evening with the deadline for submission of warrant articles on Friday, January 27th at the close of business. There was a brief discussion about the date for the Annual Town Meeting. The Board decided to open the Warrant for the Annual Town Meeting and decide on the date for same at the next meeting.

On a motion made by Mr. Gorecki and seconded by Mr. Williams it was unanimously **VOTED** to open the Warrant for the Annual Town Meeting and that the deadline for submission of warrant articles shall be Friday, January 27th at the close of business.

Mr. Goddard reported that the Commonwealth's Department of Energy Resources is having a Green Communities' Grant Recognition event honoring Carlisle's efforts in becoming a Green Community. This event will be held on Monday, Dec. 9th at 1 p.m. at the Bedford Town Offices. Mr. Hult said he would attend this event.

Mr. Goddard said the Senior Tax Advisory Committee is asking the Board's approval to insert the attached donation request for the Aid to the Elderly and Disabled Tax funds with the third quarter 2012 real estate and personal property tax bills, which will be sent out around January 1st.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the request of the Senior Tax Advisory Committee to include the attached donation request with the mailing of the FY2012 third quarter tax bills.

For information purposes, Mr. Goddard attached a draft of a policy that the Conservation Commission has been working on relative to allowing the use of certain motorized vehicles on conservation trails in order to comply with the provisions of the Americans with Disabilities Act. He said Town Counsel is currently reviewing this proposed policy and we hope to schedule time on a future agenda to discuss this matter after we have received Town Counsels comments.

Mr. Goddard said also attached in tonight's report a draft of the letter to the Chelmsford Selectmen regarding the issues with the Cranberry Bog and the Chelmsford Water District. He said Selectman Gorecki has been working on this matter with members of our Conservation Commission.

Community Input

Mr. Sol Garfunkel from Red Pine Drive spoke to the Board about a letter he received from the Town Administrator informing him that the Town does not plow private ways. He was further informed that his road and another private way have been plowed in past years but would no longer be plowed after December 31, 2011 because they are private ways. Mr. Garfunkel said he did a little research and found out there are four private ways in the Town, but many private roads. He said the private roads are called common driveways and these private roads are plowed. Mr. Garfunkel asked the Board to research the private way/private road matter further to find out why the Town decided to plow private roads instead of private ways. He believes the practice that has been followed for over forty-five years needs to be given more consideration and the decision was made in haste without much research.

Laura Ballestiero of Red Pine Drive said she supported Mr. Garfunkel 100%. She said after she did some research at the Town Clerk's Office, she found out there were two other private ways in Town; East Meadow Lane and Cutters Ridge. Ms Ballestiero asked why the Board did not send letters to these residents. Mr. Stevenson said the Selectmen would take all the information presented tonight under advisement and she would be informed of any future decisions.

Personnel Board

Joanne Driscoll was present from the Personnel Board to give a report and recommendation on wage increases for the non-union Town employees for FY13. She said their recommendation, which they discussed at their last meeting was 2%. Joanne explained how they arrived at this figure. She said they looked at the Social Security rates and other comparable Towns and what was in line with the collective bargaining units. She said last year a 2% increase was recommended as well. Joanne said one thing the Personnel Board wanted to bring up was that the Departments need to recognize that certain employees are due for step increases this year and they have to make sure this is included in their budget.

Mr. Scavongelli pointed out that in the list of like-towns that Joanne presented as comparables, there were only two communities that exceeded the recommendation of 2%; the rest were below that or zero percent.

The Board discussed the percentage increases that were given at the Carlisle Public School and the Police Department. Mr. Stevenson said when we did Wage and Classification Study one of our goals was to make an effort through cost of living increases and step increases was to keep Town Employee wages at a level where we could still attract good employees and prevent losing our present employees through wage competition. Mr. Hult suggested that the Wage and Classification Study should be reviewed again.

Mr. Scavongelli said looking at the Comparable Communities List before us, there are only two or three other communities whose taxes are higher than Carlisle's, and yet we are recommending a 2% increase for our employees. He did not agree with this recommendation.

Mr. Williams agreed with the 2% increase. He did not believe it was out of line.

Mr. Hult said the employees have been incredibly cooperative in regard to our budget process. He said he agreed with Mr. Williams. He said he would like to *recommend* a 2% increase and then have another look at this when we see the whole budget.

Mr. Goddard said the step increases this year total approximately \$9,000.00.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was **VOTED 4 YES 1 NO** to support the Personnel Board's recommendation of a 2% COLA increase for non-union Town Employees for FY13.

Chief Flannery – ALS Update, Preliminary FY13 Budget

Fire Chief David Flannery was present to give the Board an update on the Advanced Life Support System (ALS). He reminded the Board that on Feb. 14, 2010 Emerson Hospital ended ALS service to the area communities, which was essentially a free service. David said at that time a collaborative was formed among the involved communities to look into working with Emerson Hospital to sub-contract ALS services. He said Carlisle decide on Pro-EMS services of Cambridge.

David presented slides that described the type of service that Emerson/Pro EMS is providing. He said there are two teams that cover ten Towns. The ALS trucks are leased by Professional Ambulance and are equipped with GPS systems.

David gave a breakdown on the number of Ambulance calls from July 1, 2010 to June 30, 2011. He said there were 198 ambulance calls. David pointed out that 64% of the patients had private insurance and 36% of them were covered under Medicare Insurance. He said the amount of Medicare patients went up significantly from last year.

David summarized the service provided by Pro-EMS. He believes this is a very positive organization. He said they are a very organized, efficient, and professional operation with a higher level of clinical skills. They have many other resources available to our community if we should ever need them and they use the latest technology. David said we are maintaining our revenue goals. On the negative side however, David said the response times need to improve. He noted that they have improved a little in the past year. There is a small issue with health insurance billing right now, but that is being worked on.

David spoke about goals for the Ambulance receipts account. He said he would like to put aside \$25,000 annually for capital equipment replacement; use up to \$45,000 annually for the fire department budget–ambulance line/operating funds, and set aside \$5,000 annually for reserve emergency expenditures and small capital.

Mr. Williams expressed concern about the response time. He said we should really look into a 'Plan B'. David re-assured Mr. Williams that they are working to improve on this issue.

Fire Department Budget

David said considering fire costs, salaries and stipends he could foresee requesting a 7.6% increase. David added that this year he begins his 10th year as Chief of the Fire Department and he would like to discuss a compensation review with Mr. Hult and Mr. Goddard. David said again he has requested a minimum of \$5,500 for a Secretarial position. David spoke about a problem that needed to be addressed now. He said there are certain Firefighters who have mechanical skills and they are doing repairs on our equipment in order to save money on our costs. David said we have been paying them a training rate which is significantly less than a call rate. He would like to pay them a call rate, which would go up to \$2,500. David said he would also like to allow for a cost of living increase for the EMT's. He asked to increase the stipend rate by a \$150 for the 15 EMT's and to add one more stipend. David said overall he is requesting a 5.8% or \$17,351 increase for the Fire Department budget. In response to Mr. Williams, David said there are 15 EMT's including himself.

Mr. Gorecki asked about the cisterns. David said there are two or three cisterns that need repair. Mr. Hult said he will have to prioritize his projects.

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Approved: 1/10/12

Chief John Fisher – Police Department Preliminary FY13 Budget

Chief Fisher was present to discuss the Police Department's preliminary FY13 Budget. He said there is a 2.8% increase in the wage line item. Chief Fisher said he is paying close attention to the price of gas because he is close to the edge. Chief Fisher said he met with the Long Term Capital Committee and he asked for a vehicle for next year. He said right now the Police Department has two cars with over 100,000 miles on each. In regard to the type of vehicle he was looking for, Chief Fisher said he was considering a Sport utility vehicle.

In response to Mr. Stevenson, Chief Fisher said in regard to heat and electricity, the windows are done and some improvements were made to the roof and it is in good shape now.

Communications Department – Preliminary FY13 Budget

Chief Fisher said all the line items remained the same from last year's budget and there was approximately a 4% increase in the wages.

Finance Director – BOS Adoption of MGL 32B, §§21-23

Larry Barton was present to discuss the Group Health Insurance Plan Design Changes. Larry said as he has explained at previous meetings, the Commonwealth has signed legislation providing for a process for cities and towns to modify the plan design of their Group Health Insurance. He said it requires a collaborative effort that involves employees, retirees, and a Selectman to sit down and form an Insurance Advisory Committee. The IAC advises the Board of Selectmen, and it also drafts a written recommendation.

Larry said tonight he is asking the Board to consider adopting this particular statute so the IAC can continue on with the process. Larry provided a timeline as requested at the last meeting depicting timely events. He also identified seven employees who agreed to be members representing the employees affected by group insurance. Those employees were Gary Davis-DPW, John Fisher-Police & Communication, David Flannery-Fire & Communication, Timothy Goddard-General Government, John Luther-Town Hall, Susan Pray – Schools, and Marty Seneta – Library. He said Barbara Culkins has agreed to serve as the Retiree member.

Mr. Stevenson said tonight we are being asked to adopt Ch. 32B. The Board reviewed the timeline prepared by Larry. In reviewing the timeline it was noticed that the IAC would be asking the Board of Selectmen to accept or reject the recommendations of the IAC on Jan. 24th. Mr. Stevenson expressed concerned that the Board would not have ample time to review this document before making a decision. In reply to Mr. Hult, Larry said it was his intent to get better revised rates from our cooperative, and share that with the IAC and do an analysis of what the savings would be. Larry said we have 89 individuals, either active employees or retired employees currently on our insurance plans. Mr. Hult said it is unusual to have a 50/50 split and, for a community that is paying 90% the dialogue might have a different tone.

Police Officer Steve Mack said he believed this plan seemed to be directed more for the Towns that pay 90% of the health insurance. He said it seems that this will cost the employees more money.

Mr. Stevenson said this conversation today is about establishing a premium savings for the community and the employees, not about the percentage of what our employees do or do not pay. The goal is for everyone to save on premium costs.

On a motion made by Mr. Scavongelli and seconded Mr. Hult it was unanimously **VOTED** to adopt the Process Requirements Pursuant to MGL Ch. 32B Sec. 21-23 which sets the process necessary to adopt the Group Health Plan Design Changes.

On a motion made by Mr. Scavongelli and Mr. Williams, seconded by it was unanimously **VOTED** to appoint Barbara Culkins to the Insurance Advisory Committee representing the retirees of our Government Unit.

Mr. Williams said he would serve as the Board of Selectmen's liaison's representative to the Insurance Advisory Committee. Mr. Hult said he would serve as the alternate member.

Mr. Hult said as we start this process we should state what our objective is. He read a document that he had prepared: 'Carlisle(s) Objective with Regard to the New Municipal Health Insurance Law' (attached hereto).

Mr. Hult said he would like to put this document in letter format and send it to all of the employees. Mr. Stevenson wanted to add the words 'in premiums' in the first paragraph.

On a motion made by Mr. Gorecki and seconded by Mr. Hult, it was unanimously **VOTED** to adopt the Carlisle Objective with regard to the New Municipal Health Insurance Law, Final Draft dated 12/12/2011.

Highland Building Stabilization Committee – Report to Board of Selectmen

Mr. Scavongelli said the Gleason Public Library and the Historical Society have both approached the Highland Building Stabilization Committee about the possibility of using the building. He said rather than going forward with a presentation tonight, he would like to delay it for a short time in order to hear from these two organizations. Mr. Scavongelli said the terms of the members on the Highland Building Stabilization Committee are about to end. He requested that the Board extend the term of the members of the Highland Building Stabilization committee from January 1, 2012 to March 31, 2012.

On a motion made by Mr. Scavongelli and seconded by Mr. Gorecki, it was unanimously **VOTED** to extend the term of the members of the Highland Building Stabilization Committee to March 31, 2012.

Investment Advisory Committee

Mr. Williams said Andy Martin from the Investment Advisory Committee (IAC) would give the presentation tonight. Mr. Williams said he wanted to thank Larry Barton, Priscilla Dumka, Mary Storrs, Michael Fitzgerald, Anne Rosas, David Verrill, Andy Martin and Michael Bishop for all of their hard work while working on this committee.

Andy said when the IAC was formed they had a number of objectives. They were asked to review the Town's charitable trust funds, establish updated Investment Policy Statements and evaluate ways of improving long-term investment returns. Andy presented a list of the Town's Trust funds which totaled approximately \$873,216.71. He noted that not all of the funds included in this amount were eligible for investment.

Andy said the committee spoke with Town Council and the Massachusetts Attorney General's office in order to better understand the flexibility they would have to pool the Town's trust funds for investment and /or spending purposes. He said the spending of the funds was a little complicated due to the size and the age of each particular fund. However, he said there were little problems with investing the funds.

Andy said the IAC is recommending that the Board of Selectmen invest eligible Town trust funds 50/50 into two multi-asset funds; the PIMCO Global Multi-Asset Fund and the Blackrock Global Allocation Fund. He said they selected these two funds because of their stability and experience. He said they also have equity – orientation which should help preserve long-term purchasing power. Andy said our funds will be managed on a day to day basis.

Andy said the committee believes that moving Town trust funds from cash into PIMCO and Blackrock will help preserve purchasing power, however there is still the spending factor to consider. He said in the past spending has been based on requests and needs however there has been no formal rule to follow. Andy said if a spending rule is not in place, it is easy to spend up to six or seven percent. He said if the Town is seeking to preserve purchasing power, the IAC strongly feels that future spending should be limited to four or five percent.

In conclusion, Andy said the IAC is suggesting that they become a standing committee, so that the group can regularly monitor and report on Town trust fund performance, managers, etc., going forward. Andy also suggested that the Board of Selectmen support commingling of common use trusts for spending and/or investing (assuming Attorney General and Town Counsel approve) to the extent necessary.

Mr. Hult asked what pooling for spending actually meant. Larry Barton said each of the Trust Funds was set up for various uses and specific purposes. He said if we could combine or pool three or more, for example, Library related trust funds and re-define the purpose for how those trust funds could be spent, we could pool all three of them and spend against that one definition.

Larry said one of the provisions in the Massachusetts Statute is that the Treasurer is personally responsible for the principal value of the Trusts. He said he believed that the Investment Policy was designed to give the Treasurer some latitude in terms of making adjustments to where things are invested. He said the committee

would like the authority to use Blackrock and PIMCO but it still has to be within in the purview of the Treasurer to make the day to day decisions.

On a motion made by Mr. Williams and seconded by Mr. Scavongelli, it was unanimously **VOTED** that the Board of Selectmen recommend that the Trust Funds be held in cash or invested in the Blackrock Global Allocation Fund and PIMCO Multi-Asset Class Funds and the Board of Selectmen vote to pool all of the Trust Funds as allowed by the Attorney General for investment purposes.

Energy Task Force – Report to Selectmen

Dan Cook, Bob Clarke, and Steve Hinton were present from the Energy Task Force. Dan Cook spoke to the Board about the Green Communities Grant Program. He said the Town was awarded a grant of \$139,500 for energy efficiency and renewable energy projects for Town buildings. Dan spoke about the proposed projects the committee would like to begin working on and the potential savings these energy projects will have for on Town.

Dan said the committee is proposing to install energy efficient LED lights in the parking lots of the Town Hall, Gleason Library, DPW, Carlisle School and the Police and Fire Stations. He said these lights would reduce energy costs by approximately \$13,760.

Bob Clarke spoke about the heating issues in Town Hall. He said the problem has to do with the rooftop unit, which is overheating or overcooling the building. Bob said the controls in the present system are not cooperating with each other. He said the cost for repair of the system about \$65,000 minus \$12,700 utility rebates, or \$52,300.

The next project Bob spoke about was the solar array at the Carlisle School. He said this will be placed over the cafeteria. The roof is going to be replaced in June or July and that is when this will be put in place. The cost for this project, minus the MA state rebate is \$50,750.

Dan said they allocated some money for improving Energy Efficiency in Carlisle homes. He said the goal is to have Energy Audits done in 60% of the homes in Carlisle through utility programs. He said there is also some financing available if residents want to improve the energy efficiency in their homes.

Dan said in summary they are looking for support from the Board. Dan said they would be watching the budgets carefully for these projects.

On a motion made by Mr. Hult and seconded by Mr. Scavongelli, it was unanimously **VOTED** to authorize the Chairman to formulate a letter to go along with the Grant Application inline with the presentation of the priorities that we saw this evening.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to authorize the Chairman or Town Administrator to contract up to \$30,000 for the various small Town projects as prioritized by the Energy Task Force this evening.

New Business

The Board discussed the letter drafted by Mr. Gorecki to the Chelmsford Board of Selectmen regarding the issues involving the Cranberry Bog.

On a motion made by Mr. Gorecki and seconded by Mr. Williams it was unanimously **VOTED** to authorize the Chairman to send the presented letter to the Chelmsford Board of Selectmen regarding Carlisle's water rights at the Carlisle Cranberry Bog.

Appointments

On a motion made by Mr. Williams and seconded by Mr. Scavongelli, it was unanimously **VOTED** to appoint Grant Challenger as the community at large representative on the Banta Davis Task Force.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Ken Grady as the Historical Commission's representative on the Community Preservation Committee.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Susan Blevins to Carlisle Cultural Council for a term that will end on June 30, 2012.

Liaison Reports

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Mr. Williams said the Banta Davis Task Force has scheduled a meeting on January 3rd at 7:30 p.m. at Town Hall. He added that the Community Preservation Committee will meet on January 11th, February 15th and February 29th.

Mr. Hult spoke about the High School Building Project. He said the Committee approved the two professionals for the ongoing contracts which are the Architect, Michael Rosenfeld for approximately \$6 million and the OPM, KVM for approximately \$600,000. Mr. Hult said they received about fourteen bids from companies that were interested in construction of the project. He said it seems that from that number of bids received only ten are qualified. Mr. Hult said Stan Durlacher has resigned from the Building Committee due to a conflict of interest. He said by early February a decision on the choice of contractor will be made.

Mr. Gorecki spoke about the Financial Management Team that met this morning. He said the Assessor reported that as a part of her 'ten year list and measure', required by the Department of Revenue, she will review and re-measure all of the houses in Carlisle. The Town Accountant has been working on the Schedule 'A'.

Mr. Stevenson said the Carlisle School Building Committee is meeting this Thursday, (Dec.15th). He said the project is moving along.

Mr. Stevenson spoke about the Zoning Board of Appeals ruling last week on the Guest House issue. He said he related to the chair of the Planning Board that we need to clarify some of the provisions in the Zoning Bylaw as to what is allowed in the Guest House provision. He said it seems that last night the Planning Board appointed a three member sub-committee to begin a study on some of the Zoning By-laws. He asked the Planning Board Chair if we could combine efforts from our Board on this matter. He said we certainly want to work collaboratively on this issue. Mr. Stevenson said there are some 'gray areas' that have to be cleaned up.

Minutes

The Minutes to the November 8, 2011 were presented again due to a revision that was made.

On a motion made by Mr. Williams and seconded by Mr. Gorecki it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of November 22, 2011 as amended.

On a motion made by Mr. Hult and seconded by Mr. Scavongelli, it unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of November 22, 2011 as amended.

The meeting adjourned at 11:04 p.m.

Respectfully submitted by Margaret Arena